

**CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY**

**CITY COUNCIL MINUTES
MARCH 15, 2021**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman through a virtual setting via Zoom.

2. **ROLL CALL**

Members present: Councilmembers Kevin Robinson, Sarah Udvig, Robert Bauer, and Mayor Steve Feldman. Councilmember Joe Muehlbauer excused.

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Jason Windingstad, Liquor Store Manager John Schmidt, Community Development Director Kate Thunstrom, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY BAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.

Ayes: Bauer, Udvig, Robinson, and Feldman,

Nays: None

Motion carried 4-0.

4. **CONSENT AGENDA**

A. City Council Minutes – March 1, 2021

B. Work Session Notes – February 25, 2021

C. Resolution 2021-10 Deferral of Special Assessments

D. Contingent offers of Employment to Taylor McMorro, Jordan Preiss, Ashley Lewis, John Marshall and Brigit Marshall for the position of Part Time Fire Fighters

E. Accept Resignation of Part Time Liquor Store Clerk Kathrine Hauan – Effective April 1, 2021

F. Payment of Claims \$371,701.40 (ACH 379e-447e \$210,015.41 and Check #'s 78815-78873 \$161,685.99)

G. Hire Deedee Goral as a Part Time Liquor Store Clerk Contingent upon successful completion of a background check

MOTION BY ROBINSON SECOND UDVIG APPROVING THE CONSENT AGENDA ITEMS A-G.

Ayes: Bauer, Udvig, Robinson, and Feldman.

Nays: None

Motion carried 4-0.

5. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda.

Tom Simshauser on Jivaro Street in St. Francis asked if the council considered following the City of Ramsey and not enforcing the mask mandate. He asked is that something St. Francis is willing to do.

Mayor Feldman said right now we have it up to the private businesses. City Administrator Joe Kohlmann stated the State of MN has guidelines regarding the wearing of masks. Police Chief Todd Schwieger said it is was an executive order by the Governor. Some cities have issued citations but we have not. If we do receive complaints from people or others not wearing mask we have them call the State to make the complaint. Also, private businesses can always refuse a customer too.

After the council discussed this further, they all agreed to follow the State's lead on this topic. Also to leave it up to the businesses to enforce the executive order.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. **SEH Proposal – America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment and Emergency Response Plan – Continued**

Public Works Director Jason Windingstad stated this item was on the last City Council agenda but continued due to only having one quote. After that meeting, other engineering firms were contacted and the City did receive another quote from WSB. You also asked why it is only being completed now when America's Water Infrastructure Act (AWIA) was signed into law in 2018; I can not answer that question. I know it is not due until June 2021. This is a mandate that needs to be done and we wanted it to be done right. After the initial Risk & Resilience Assessment and Emergency Response Plan is prepared by both staff and the engineers, I believe our staff will be able to complete the updates every five years.

Feldman stated first of all, we always want at least two quotes for a project. Plus, in the future please put both numbers in your updated agenda report. The two quotes were SEH quote was \$16,000 and WSB's quote was \$14,750. The rest of the council agreed they would like to see at least two quotes and understand this is a State mandate.

MOTION BY BAUER SECOND ROBINSON AUTHORIZING STAFF TO ENTER INTO AN AGREEMENT WITH WSB WITH A NOT TO EXCEED AMOUNT OF \$14,500 FOR THE PREPARATION OF THE CITY'S RISK & RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN.

Ayes: Udvig, Feldman, Robinson, and Bauer

Nays: None

Motion carried 4-0.

B. COVID 19 Update and Discussion

City Administrator Joe Kohlmann stated since the Council Packet went out the City received the latest Executive Orders last Friday. So contrary to what my original report states it looks like to follow State guidelines in the Executive Order, City Hall will stay closed to the public until April 19, 2021.

The City Council all agreed to keep City Hall closed to the public and continue to work remotely until April 19th. They also agreed to leave it up to the City Administrator Joe Kohlmann if anything changes on the Executive Order and staffing levels when they do open. The work is being done and appointments can be made if people need to meet with staff.

C. Liquor Store Employee

The Bottle Shop is potentially looking at a major renovation/expansion if bidding on the project comes back favorably. Liquor Store Manager John Schmidt stated he is asking for authorization to hire a full-time employee. Currently they are down three-part timers and looking to fill the positions. But due to the lack of interest they are having problems filling those positions. The topic of hiring a fulltime person has been discussed for the last several years.

Feldman said he thinks the need is there with the expansion. We are expanding to be more competitive but you also have to have the staff to work and sell the product. I am for it.

Robinson asked if we could continue or table this until we have a full council. I would like to hear what Muehlbauer has to say. Also, what about raising the part time salary and we could get two part-timers instead of one fulltime that way you avoid paying insurance and PERA. But I am for waiting to make a decision until I hear Muehlbauer's comments.

Feldman asked why the three recent part-timers were leaving. Schmidt stated one was her job relocated her and it was just too far to drive, second one has a full-time job beside this part time job and has three small kids that she needed to help them with school work when they were distance learning and the third one's full time job was getting too busy for her to work a part time job also. Feldman said so money wasn't the reason they left. But we can wait until the bids come in to see how they are.

Udvig too thought we could wait but agree we do need more back up. So, if we raised

the new part-timers' salaries wouldn't we have to raise the current part-time salaries? Feldman said yes, you would have to increase across the board. We need to have people we can count on to show up for work, we don't have to rush into this.

Bauer agreed to wait and see how the bids come back. Right now, you can start at McDonalds and make more than you can at a city job but agreed, let's wait.

Discussion continued on salaries for the part-timers versus salary and benefits for a full-time person. Plus hiring several part-timers versus one full time person. The council decided to wait until the bids were open to see how they come in comparison to the cost estimate before they decide on adding another full-time person. Plus, check with other municipal liquor stores and see what they are paying their staff.

D. Schedule a Work Session – Week of March 22nd

After some discussion, the council agreed to hold a work session on March 23, 2021 at 5:30 pm via Zoom. The tentative topics include: School Resource Officer, City Parks, Highway 47, and City Owned land.

10. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

11. **REPORTS**

A. Department Reports –

1) Public Works Monthly Reports

Public Works Director Jason Windingstad first gave an update on items not in the monthly report. Those items included brush cutting along Pederson Drive, reuse pumps up and running, inhouse cross training continues, road grading starting next week along with items that will be on the next agenda. Windingstad stated we also had a walk through with potential bidders at the Bottle Shop this past week and there is only one meter left to be installed. Then recapped the department monthly reports.

Council was frustrated that there was still one meter not replaced and that we have to spend money to have legal draft letters. They discussed fining the property owner for non-compliance. Overall, the council agreed good report again.

The Council asked if the resident that had high water usage recently was resolved. Windingstad yes, it is being taken care of and they did have a leak. Feldman asked is there a report we can see if there is high usage to contact the resident. Staff stated they will work on what can be done or how to notify residents if they see high water usage.

2) Fire Department Monthly Report

Fire Chief Dave Schmidt gave the department monthly report that showed comparisons to previous years on response times, calls for service, the average number of firefighters per response, and fire runs versus EMS runs.

Feldman stated he is glad the city is using Nixtle and it is working out, good tool to have. Feldman also stating by bringing the EMS service to the department is a great asset. You have taken this department to the next level. Saving lives is a good thing.

Council agreed good report and wanted to thank both the fire and police departments for their quick response times along with their willingness to serve our community.

Feldman asked Chief Schmidt for a brief update on the Nowthen Fire Contract. Schmidt stated the most complex issue was moving their pensions from Ramsey to the Nowthen department. There is a lot of reason to be excited and optimistic. With all the time put in so far, I am happy to say we believe we are ahead of schedule.

B. Councilmember Reports -

1) Resolution 2021-11 Recognition and Appreciation of Barb Held

Council again thanked Barb for her years with the City of St. Francis.

MOTION BY UDVIG SECOND BAUER TO ADOPT RESOLUTION 2021-11 A RESOLUTION OF RECOGNITION AND APPRECIATION OR BARB HELD'S SERVICE TO THE CITY OF ST. FRANCIS.

Ayes: Robinson, Bauer, Udvig, and Feldman.

Nays: None

Motion carried 4-0.

Barb thanked everyone for their kind words.

C. Upcoming Events -

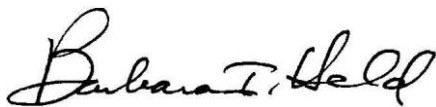
Mar 17 Planning Commission Meeting – 7:00 pm, Zoom Meeting

Apr 5 City Council Meeting – 6:00 pm, Zoom meeting

Apr 19 City Council Meeting – 6:00 pm, Zoom meeting

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 8:14 pm.



Barbara I. Held, City Clerk